

# A Salute to Service-Disabled & Veteran-Owned Small Businesses

## "Contacts for Contract Opportunities"



When:

July 25-26, 2005

Who:

All Service-Disabled &  
Veteran Owned Small  
Business Owners

Where:

Department of Energy  
Training Center  
1401 Maxwell Street  
Kirtland Air Force Base West  
Albuquerque, NM 87118



**DUE TO LIMITED SPACE & SECURITY, ADVANCE REGISTRATION REQUIRED!!**

**REGISTER AT**

[www.vetbiz.gov](http://www.vetbiz.gov) (under Conferences)

For additional Information please contact:

LaTanda Mack at [LaTanda\\_Mack@blm.gov](mailto:LaTanda_Mack@blm.gov), (202) 785-6517 or  
Mchelande Ridore at [Michelande\\_Ridore@blm.gov](mailto:Michelande_Ridore@blm.gov), (202) 452-0132

Detailed Agenda at [www.vetbiz.gov](http://www.vetbiz.gov)

### Agenda Overview

July 25, 2005

Registration

Panels

Workshops

Networking Reception

July 26, 2005

Exhibit Booths

Matchmaking Sessions

**Check Back Frequently for Updates!**

## "Contacts for Contract Opportunities" Registration Form

Name <i>(last, first, middle initial)</i>	
E-mail Address	
Company	
Street	
City, State	
Zip Code	
Business Phone	
Fax Number	
Website (optional)	

Check All that Apply

<input type="checkbox"/>	Service-Disabled Veteran-Owned Small Business
<input type="checkbox"/>	Veteran-Owned Small Business
<input type="checkbox"/>	Government/Large Prime Contractor
<input type="checkbox"/>	Other (Non Veteran-Owned Small Business)
<input type="checkbox"/>	I am a Governmental Agency/Large Prime that wishes to Exhibit in the Matchmaking
<input type="checkbox"/>	Yes, I am a small business and wish to participate in the Matchmaking Session

Product your business buys or sells

Check All that Apply

<input type="checkbox"/>	Manufacturing Products
<input type="checkbox"/>	Other Products (specify)
<input type="checkbox"/>	Services (specify)
<input type="checkbox"/>	Information Technology (IT)
<input type="checkbox"/>	Research and Development
<input type="checkbox"/>	Construction
<input type="checkbox"/>	Engineering Services
<input type="checkbox"/>	Other (specify)

Primary NAICS	
Alternate NAICS	

\*NAICS Codes: You may use the numbers from the North American Classification System list of products and services available online at <http://www.census.gov/epcd/www/naics.html> to identify your primary and alternate industry codes.

**Please fax completed registration forms to LaTanda Mack or Michelande Ridore at 202.452.5141 or email completed word document to [LaTanda Mack@blm.gov](mailto:LaTanda_Mack@blm.gov) by **July 20, 2005**. For questions, comments, and/or concerns please call 202.785.6517 (LaTanda) or 202.452.0312 (Michelande).**

# AGENDA

## **“A Salute to Service Disabled and Veteran-Owned Small Businesses” Contacts for Contract Opportunities July 25-26, 2005**

### **July 25, 2005**

7:00 a.m. – 7:45 a.m.	Registration/ Continental Breakfast  Master of Ceremonies John M. Garcia, Cabinet Secretary New Mexico Department of Veterans Services
7:45 a.m. - 8:00 a.m.	Presentation of Colors/Pledge/Invocation Albuquerque Ballut Abyad Shrine - Legion of Honor Chips Hurley, Commander
8:00 a.m. - 8:10 a.m.	Welcome The Honorable William Richardson Governor of New Mexico (Invited)
8:10 a.m. - 8:30 a.m.	Remarks Congressional Representative(s)
8:30 a.m. - 8:35 a.m.	Remarks U.S. Small Business Administration (SBA) Joseph O. Montes, Regional Administrator Region VI-Dallas Regional Office
8:35 a.m. – 8:45 a.m.	Remarks Bureau of Land Management
8:45 a.m. – 9:30 a.m.	Recent Development of the Service Disabled Veteran-Owned Small Business Law Bruce St. John, Center for Veterans Enterprise (invited) U.S. Department of Veterans Affairs
9:30 a.m. – 9:45 a.m.	Break
9:45 a.m. – 11:30 a.m.	Panel discussions <u>Federal Agencies</u> <i>Los Alamos National Laboratory-Moe Zamora</i> <i>Sandia National Laboratories-Toni Leon Kovarik</i> <i>Bureau of Land Management</i> <i>U.S. Department of Defense-Joan Fulkerson</i>

### Veteran Business Owners

11:30 a.m. - 12:30 p.m.	Lunch
12:30 p.m. – 2:00 p.m.	Workshops
2:00 p.m. – 2:15 p.m.	Break
2:15: p.m. – 4:15 p.m.	Workshops
6:00 p.m. - 8:00 p.m.	Networking Reception Albuquerque Hilton Hotel

### **July 26, 2005**

8:00 a.m. - 3:00 p.m.	Agency Exhibit Booths and Matchmaking (Location)
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Matchmaking will be limited to 15 minutes with scheduled agency. Appointments with federal agencies must be scheduled in advance.

**\*NOTE: ONLY GOVERNMENTAL AGENCIES OR LARGE PRIME CONTRACTORS WILL BE EXHIBITORS FOR THE MATCHMAKING SESSION\***

## **Workshop Topics**

### **Doing Business with the Government**

*Eddie Sosaya & Elizabeth Maldonado  
Business Procurement Consultants  
NM Procurement Technical Assistance Center*

*During this session come learn about available assistance and details on how to do business with the federal, state, local, and other local governments. Some of the topics of assistance to be covered include: Registering in Central Contractor Registration (CCR); Obtaining/Identifying codes from the North American Industry Classification System (NAICS), State and Federal supply codes; and providing BID preparation and BID matching.*

### **Strategies To Build Capacity**

*Anna Muller, President  
NEDA Business Consultants, Inc.*

*During this session you will learn the Strategies To Build Capacity and learn when to utilize these strategies for the: Mentor/Protégé; Teaming Agreements; and, Joint Venture programs.*

### **Veteran's Benefits and Services Workshop and Resource Room**

*John M. Garcia, Cabinet Secretary  
Lou Helwig, Field Service Officer Supervisor  
State of New Mexico Department of Veterans' Services*

*Cabinet Secretary John M. Garcia and Field Service Officer Supervisor Lou Helwig will be presenting a workshop on the New Mexico veteran assistance and benefits. They will also be available throughout the conference to fully answer questions on New Mexico veteran assistance and benefits.*

### **SBA Certifications**

*Geraldine Garcia, Assistant District Director 8(a) Business Development  
NM Small Business Administration*

*During this session you will become familiar with the Small Business Administration's (3) federal certification programs for government contracting. The details of who qualifies for the certifications will be discussed. The three certifications are Section 8(a), Small Disadvantaged Business (SDB), and the HUB Zone Program. Doing business with the federal government agencies will also be discussed. Other topics include registering small businesses in the Central Contractor Registration and the Dynamic Small Business Search.*

## **Workshop Topics – Continued**

### **Wide Area Workflow/E-Government**

*Robert Hinton, Systems Administrator*

*Air Force Operational Test and Evaluation Center*

*Robert Donelson, Chair of the Smart Card Inner-agency Inter-operability Advisory Board  
Bureau of Land Management*

*During this session an overview of the Wide Area Workflow/Electronic Invoicing will be presented. Information will be presented specifically on the vendor side of the process.*

### **Multiple Award Schedules**

*James Nichols, Regional Veterans Business Coordinator  
General Services Administration (invited)*

*During this session information will be provided on what are Multiple Award Schedules. Come learn how to become an approved and registered General Services Administration (GSA) vendor.*

### **Federal Contracting Basics**

*Sherry Freeman, Director Small Business  
Air Force Operational Test and Evaluation Center*

*During this session learn the Federal Contracting Basics. The importance of each of the steps in the Federal Contracting Basics will be covered. These steps include: Requirement Identification; Acquisition Strategy, Offers Solicited (Invitation for Bid, Request for Proposal), Offers Submitted, Offers Evaluated, Award Made, and Contract Administered to Completion.*

# RESERVATION FORM

## **A Salute to Service Disabled Veteran-Owned Small Businesses “Contacts for Contract Opportunities”**

Please complete this form and e-mail or fax to Siobhan Sullivan, Senior Sales Manager at:

Fax: (505) 880-1196 Phone: (505) 998-6415

Toll Free: (800) 274-6835

[Siobhan\\_Sullivan@Hilton.com](mailto:Siobhan_Sullivan@Hilton.com)

**Hilton Albuquerque**

**1907 University Blvd.**

**Albuquerque, NM 87102**

[www.albuquerque.hilton.com](http://www.albuquerque.hilton.com)

*Special Package Rate is \$68 per night For Conference Attendees*

*Rate good for 3 days before and after conference*

**NAME:** \_\_\_\_\_

**Check- In Date** \_\_\_\_\_ **Check-Out Date** \_\_\_\_\_

**Number of Adults:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

Smoking OR Non-smoking (please circle)

**Preferred Room Type:** King - 2 Queen Beds - Handicap w/King - Handicap W/2 Queen Beds  
(Please circle one)

Credit Card # to Guarantee Room \_\_\_\_\_ Exp. \_\_\_\_\_

**Group Code: DOI** **Confirmation #:** \_\_\_\_\_

**The hotel will fax or email confirmation number back to you.  
Hotel rate guaranteed until July 4, 2005!**

**Thank you for choosing the Hilton Albuquerque!**